

**CALIFORNIA INSTITUTE OF TECHNOLOGY
JET PROPULSION LABORATORY
SPECIAL CONDITIONS - TIME-AND-MATERIAL CONSTRUCTION CONTRACT
FOR PERFORMANCE AT THE JET PROPULSION LABORATORY**

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SC-1. SECURITY AND SAFETY

(a) Control of Personnel.

(1) General.

- (A)** All service-type contractors will be obliged to wear construction service badges (blue) on the exterior of their clothing while working on the premises of JPL.
- (B)** The cognizant JPL Procurement Negotiator will furnish to the JPL Security Office the names of the service-type contractors and subcontractors who will be performing work at the Laboratory. Further, all service-type contractors will be required to furnish each employee of their companies performing work on the premises of JPL with a positive means of identification, such as an ID card, certificate, etc., which must be signed by an officer of the respective company.
- (C)** Each service-type contractor company will be oriented by the cognizant JPL Procurement Negotiator in these procedures.
- (2)** Responsibilities of the Guard Force and the Visitor Control Center. Upon arrival at the Main Gate or the Visitor Control Center of any service-type contractor person, the Guard or Receptionist on duty will check their record to determine whether the company employing the service-type worker has been approved to work within the Laboratory. After proper identification, the worker concerned will be required to sign the Visitor Register, at which time the worker will be issued a blue service-type badge, which will permit him/her to proceed to his/her work area without escort.
- (3)** Visitor Control Exceptions. Certain service-type contractor personnel, such as supervisors, engineers, and other executives, may be cleared through the office of the Security Supervisor and be issued green non-escort badges in that such personnel may have a need to visit other offices such as cognizant engineers and/or procurement representatives at various locations on the Laboratory. Such personnel will not be subject to the same area restrictions as those mentioned in other paragraphs.
- (4)** Union Representatives. All contractors and subcontractors working inside the fenced area of the Laboratory who are visited by labor or union representatives are reminded that such person shall be directed to the JPL Security Office. A JPL guard or fireman will be assigned to escort the visitor at all times while he/she is within the Laboratory area.

- (b) "Off-Limits" Areas.** All buildings and work areas other than those specifically assigned to the Contractor shall be considered "off-limits" to service-type workers. At any time a service-type contractor person is discovered in an "off-limits" area as defined above, such worker will be immediately expelled from the Laboratory.

(c) Vehicles.

- (1) General.** In order to facilitate service-type work to be performed at the Laboratory, it is recognized that a limited number of service-type vehicles will be admitted to the Laboratory on a Vehicle Service Card basis at the Gate of entry. On the Laboratory the maximum speed limit is 20 m.p.h., unless otherwise posted.
- (2) Removal of Property from JPL.** Since it is necessary for service contractor personnel to enter and leave the Laboratory with those items used for repairs on equipment, the "Personal Property Pass" (form JPL 2149-S) shall be issued and approved by a Section Manager who is acquainted with the Contractor's duties. These passes may be issued for a 30-day period and

may be renewed as required, but for not more than 30 days at a time. A copy of these shall be furnished to the service-type contractor to be exhibited when entering or leaving the Laboratory.

- (3) **Parking Areas.** Service-type contractor workers may park cars in service-type parking areas only. All other areas and roadways must be kept clear at all times for normal operations.
- (4) **Wheel Blocks for Vehicles.** All Contractor vehicles except passenger cars and station wagons shall be provided with wheel blocks to prevent unattended vehicles from rolling. It shall be the Contractor's responsibility to instruct all of its employees and subcontractors of this requirement.
- (5) **Mechanical Equipment Back-up Alarms.** Haulage equipment, including trucks with body capacities of 2-1/2 cubic yards, or more, used to haul dirt, rock, concrete, or other construction material, and self-propelled construction equipment such as graders, which are operated on the project, whether moving alone or in combination, shall be equipped with an independent signal alarm which will sound automatically when the equipment moves in reverse. The alarm may be continuous or intermittent and shall be audible for a distance of 200 feet, irrespective of the conditions and circumstances under which the equipment is being operated. Alarms will operate upon initial backward movement, and if intermittent, shall sound at intervals not to exceed three seconds during the entire period the equipment is traveling in reverse. Compliance with these provisions by subcontractors shall be the responsibility of the Contractor.
- (d) **Smoking Areas.** Workers may smoke in any area that is not marked with a "No Smoking" sign. Smoking is not permitted in any building or around buildings which are marked with a large "C" or "D".
- (e) **Fire or Emergency.**
 - (1) Contractors and subcontractors working on buildings which are under the jurisdiction of JPL will, in the event of fire, call the JPL Fire Department on Extension 3-3333.
 - (2) Contractors and subcontractors involved in the construction of buildings which are not yet the responsibility of JPL will, in the event of fire, first call the JPL Fire Department, and then call the Los Angeles County Fire Department by dialing 9-793-7176.
 - (3) If it becomes necessary to evacuate workers from an area due to any emergency other than fire, the Laboratory public address system will give directions for partial or total evacuation, depending upon conditions at the time.
 - (4) Contractors and subcontractors will furnish their own fire extinguishers in sufficient quantity and of appropriate type to cover the class of hazard involved, and welding blankets, fire hose, adapters, nozzles, and hydrant wrenches.
 - (5) Contractors, subcontractors, and their employees will keep a clean area. Accumulations of combustible material shall be hauled away. No accumulations of combustible material will be left over weekends or extended holiday periods. Trash and combustible waste material must be removed from JPL-occupied structures at the close of each work day and disposed of in appropriate containers, or completely removed from JPL premises.
 - (6) Contractors, subcontractors, and their employees will be furnished with JPL Fire Department telephone stickers for emergency calls for fire.
 - (7) No tar kettle shall be operated unless it is continually manned, has an operating heat indicator or gauge, and has a fire extinguisher nearby. The tar kettle must be placed at a safe distance from a hazardous area or other combustible materials.
 - (8) All flammable fluids in drums shall be stored in a safe area and all drums must be grounded. This area must be posted with proper signs such as "No Smoking," etc.
 - (9) Open containers of flammable paints, thinners and similar materials may not be stored overnight in any structure. Quantities are not to exceed that amount delineated in the Uniform Fire Code Section 79.201(e).
 - (10) Gasoline dispensing facilities will be equipped with approved pumping equipment and will be properly grounded. Above ground gravity flow gasoline dispensing tanks will be provided with an approved hose equipped with a self-closing valve at the discharge end. The hose will be of a type that can be padlocked to its hanger to prevent tampering. The Fire Captain must approve installation of flammable liquid tanks. Identify tanks in accordance with Uniform Fire Code.
 - (11) Contractors and subcontractors who in the performance of their contract have a need for welding, cutting torch operation, or burning of any type, shall, prior to starting the operation, notify JPL (Extension 4-3311) of the time and location that this operation will take place, and obtain a Fire Permit.
 - (12) Contractors and subcontractors shall abide by all Federal, State, and local Safety and Fire Codes.

(f) First Aid.

- (1)** It is the responsibility of the Contractor to supply the necessary first aid equipment to its employees. JPL maintains at the Laboratory a First Aid Dispensary with a registered nurse on duty. In case of serious injury, the Contractor or the Contractor's employee may contact the Laboratory First Aid Dispensary for advise or help.
- (2)** Before commencing work, contractors shall furnish the JPL Contract Negotiator the name, address, and telephone number of their worker's compensation insurance carrier and the doctors to whom their employees should be referred. All requests for emergency first aid for employees who cannot be delivered to the First Aid Station should be directed to telephone extension 3-3333.

(g) Warning Signals. The flashing of red lights or the blast of an airhorn (low-pitched and steady) indicates that operations of a hazardous nature are in progress and under no conditions should construction personnel enter those areas. The sounding of an airhorn (high-pitched and pulsating) indicates extreme danger; evacuate local area. As a general rule, all of these areas are "off-limits" to all construction personnel.

(h) Safety and Health. The following safety and health standards, specifications, issuances, and reporting requirements are prescribed pursuant to paragraph (c) of the General Provision of this Contract entitled "Safety and Health."

- (1) General Standards and Specifications.** The Contractor shall comply with applicable provisions of the Occupational Safety and Health Standards of the Occupational Safety and Health Act of 1970, Rules and Regulations of the Department of Labor issued pursuant thereto and regulations of states provided for under the act which are in effect on the date of this Contract.
- (2) Environmental Matters.** Environmental controls shall be in accordance with applicable NASA and other Federal, State and local regulatory requirements and in accordance with applicable Executive Orders of the President. In addition, the following environmental controls shall apply to asbestos abatement or asbestos work:

(A) Asbestos Work Experience Documentation. The Contractor or specialty subcontractor for performance of any asbestos abatement work shall be registered as an asbestos abatement Contractor with the California Division of Occupational Safety and Health. The Contractor/subcontractor shall be prepared to submit documentation as required by JPL to prove the following:

- (i)** Minimum of one year experience as a contractor in this specialized field.
- (ii)** Successful completion of a minimum of three asbestos abatement projects of similar size and scope or larger. This data shall include the following:
 - a.** Name of contracting agency or firm.
 - b.** Location of work site.
 - c.** Name of Contracting Representative.
 - d.** Description of work.
 - e.** Results of air monitoring before, during and after work.
- (iii)** A record of any citations issued by federal, state, or local regulatory agencies relating to asbestos abatement activity, including projects, dates, and resolutions.
- (iv)** Situations in which an asbestos-related contract has been terminated, including projects, dates and reasons for terminations.
- (v)** A listing of any asbestos-related legal proceedings/claims in which the Contractor or any employee has participated or is currently involved in, including descriptions of role, issue, and resolution to date.

(B) Worker Qualifications. Contractor and subcontractors shall at all times enforce strict discipline and good order among their employees and shall not employ any unfit person or anyone not skilled in work assigned to such person.

- (i) Worker Training and Medical Qualifications.** All asbestos workers shall be trained and medically certified in accordance with the requirements of General Industry Safety Order 5208.

- (ii) Worker Qualification Form. The Contractor shall be prepared to provide to JPL at least 72 hours prior to beginning of work a list of all qualified asbestos workers to be employed in actual asbestos removal/asbestos work and for each such asbestos worker the Contractor shall have completed form JPL 2887, "Worker Qualification," an attached copy of which forms part of these contract documents.

(i) Hazardous Materials.

(1) General.

- (A) The California Chemical Hazard Communication Regulation is designed to ensure that hazardous substances produced by manufacturers are evaluated and the information concerning these hazards is transmitted to all affected employers and employees.
- (B) Presented in Section 5194 (e)(1)(c) of the Hazard Communication Standard are specific requirements related to contractor employees. Contractor personnel must be informed by a JPL representative of hazardous substances to which their employees may be exposed while performing their work at JPL and the appropriate protective measures. Contractors are also required to provide a list of chemicals being used on the job site and the complete Material Safety Data Sheet (MSDS) for each chemical. The safe storage, use, application, and complete removal of the products shall be the responsibility of the Contractor.
- (C) Prior to a contractor performing work at JPL, a pre-construction safety meeting is required to discuss all aspects of safety. The Facilities Section personnel are responsible for scheduling and providing written notification to the Occupational Safety Office prior to the initiation of Contractor activities. A representative of the Safety Office will be responsible for addressing specific safety-related concerns.

(2) JPL will inform the Contractor of:

- (A) Applicable regulatory requirements which the Contractor will be required to follow while performing work.
- (B) Any hazardous agents that the Contractor and their employees may be exposed to while working at specific job sites at JPL.
- (C) Specific JPL rules, regulations, policies, and procedures which must be complied with while working at JPL.

(3) Contractors are:

- (A) Responsible for providing protective equipment which will be required during the operation.
 - (B) Required to submit a list of all chemicals and complete MSDSs for all products used during the course of work at JPL. The safe storage, use, application, and removal of the products shall be the responsibility of the Contractor. If special storage is required, notification to the Safety Office prior to delivery of the material to the job site is required.
 - (C) Responsible for discussing Safety and Health Special Conditions and General Provisions with all employees performing work at JPL.
 - (D) Contractor shall immediately notify and promptly report to JPL any accident or incident or exposure resulting in fatality, disabling occupational injury or occupational disease, any chemical release or potential release which threatens or impacts human health or the environment.
- (4) Contractor acknowledges receipt of the attached Asbestos Notification, form JPL 2895, identifying JPL buildings containing asbestos and agrees to distribute the notice to all its employees prior to their commencing work in such buildings. Contractor agrees to coordinate with the JPL Occupational Safety Office for special asbestos handling instructions to be given to all Contractor's employees prior to their commencing work, if any, which could disturb asbestos in JPL-controlled buildings.

SC-2. NIGHT OPERATIONS

- (a) Notification. Unless otherwise provided in the Contract, no jobsite work shall be performed during any night without prior notification to JPL, which notification shall be not less than 24 hours, for Monday through Friday. Normal JPL duty hours are 7:30 a.m. to 4:30 p.m.
- (b) Noise. Neither the Contractor nor any of its subcontractors shall operate or allow to be operated, any noise-producing equipment between the hours of 9:00 p.m. and 7:00 a.m. without specific prior written permission of JPL.